

School Board Monthly Task List

July	Review Audit Prep Review By-laws Review and Approve Employee Handbook Review and Approve Student/Parent Handbook
August	Strategic Planning Process Authorize MSHSL Membership
September	Approve Annual Report
October	Assurances of Compliance
November	Adjust Budget to reflect MARRS count Review Board Performance Monitor Special Ed Count
December	Review and Approve Audit Review Sponsor Agreement Annual Renewal of Non-Profit Status
January	Initiate Budget Planning for next year. School Director Evaluation Initiate School Board Election Planning File Tax Forms
February	Approve Transportation Plan for next year
March	Approve School Calendar for next year Approve Salaries for next year
April	Audit Bids and Selection Conduct School Board Elections/Annual Meeting Have Special Ed Director in place for next year Adjust Budget as needed
May	Review Title I Budget Approve Staff Benefits Approve Preliminary Budget for next year Approve Q-Comp Annual Report
June	Plan Board Retreat/Training Review Lease Approve Lease Aid Application
Ongoing Items	Review and Authorize Vendor Contracts/Memberships Monitor Strategic Planning Goals Review and Implement Policies/Procedures as needed Review Student Achievements (Testing) Apply for Corporate Support and Grants